



PROVINCETOWN

Massachusetts

PROVINCETOWN HUMAN RESOURCES OFFICE

Position Opening

AFSCME – Administrative Assistant II

The Administrative Assistant supports the Community Development Department, including but not limited to staffing the customer service window, where regulatory questions are asked, permit applications received and referrals to professional staff made; answering the departmental phone, filing and other administrative work in support of the Building, Health, Licensing, Planning, and Conservation Divisions. Customer centricity, teamwork and attention to detail are traits that make for a strong candidate.

Minimum qualifications for this position include computer proficiency (Word, Excel, Access, as well as ability to learn new programs), high school diploma supplemented with courses in secretarial and business skills, 2 – 3 years administrative/accounting experience, public relations/communication skills, organization skills, excellent time management and attention to detail.

This is a Grade 6, AFSCME Union position with an initial training pay of \$41,299.10. The position is available immediately and will remain open until filled. For initial consideration send application, cover letter and resume to: Human Resources, Town of Provincetown, 260 Commercial Street, Provincetown, MA 02657 or hr@provincetown-ma.gov by Friday, November 6, 2020.

The Town of Provincetown, Massachusetts is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sex, national origin, marital status, age, or sexual preference, or any other category protected under the state and federal anti-discrimination laws.

Charles Sumner, Interim Town Manager

Posted: Provincetown Town Buildings, <http://www.provincetown-ma.gov>, AFSCME, Indeed, CCYP, Town Facebook, Linked In
Date: October 22 & 29